



## **Sexual Harassment Policy**

The Indiana Geographic Information Council (IGIC) believes that you should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, volunteer, or elected official should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale and, therefore, interferes with work effectiveness.

Behavior that amounts to sexual harassment may result in disciplinary action, up to and including termination.

### **Definition**

IGIC has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of your employment
- submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you
- such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

### **Complaint Procedure**

If you feel that you have been the recipient of sexually harassing behavior, report it immediately to the President or any member of the IGIC Executive Committee. It is preferable to make a complaint in writing, but you can accompany or follow up your written complaint with a verbal complaint.

*Your identity will be protected and you will not be retaliated against for making a complaint.*

Within 7 days after a written complaint is made, a Board member, or other person designated by the President, will investigate the complaint. The person will speak with possible witnesses and will speak with the person named in your complaint. Your anonymity will be protected to the extent possible.

Depending on the complexity of the investigation, you should be contacted within two weeks about the status of your complaint and whether action is being taken.